

Brooks a leader among office professionals

BY SALLY SILVERMAN • STAFF WRITER •
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Carol Brooks recently was installed as president of the Morris County Chapter of the International Association of Administrative Professionals.



The IAAP is a not-for-profit professional association for office professionals with approximately 40,000 members and affiliates and nearly 600 chapters worldwide. The association seeks to enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Founded in 1942 as the National Secretaries Association, the name was changed in 1998 to encompass the large number of varied administrative job titles and recognize the advancing role of administrative support staff in business and government.

"IAAP has a great team and their networking possibilities can help you get your foot in the door," Brooks said.

Education: A graduate of Kittatinny High School in Newton, Dover Business College and Sussex County Community College, Brooks is working toward a bachelor's degree in business administration.

"Growing up, I wanted to be role model and mentor for others going into the business world and also had a passion to become a motivational speaker," she said.

Career path: Brooks was an administrative assistant at BASF in Parsippany for 10 years before becoming a **computer** instructor at ExecuTrain.

"Then 9/11 came along, and it took IT out of the picture," she said. She returned to administrative assistant positions at Cendant and then Travelport, both in Parsippany. She is currently an administrative assistant to the CEO and chairman at AERC Recycling Co. in Flanders.

Brooks began her career after the days of typewriters, although she has used a Dictaphone, she said.

"When I started out, we were the right hand to the boss, and while we still are, technology allows for both to work closely on the same documents," she said. "'I am so grateful I had this work experience ... it has pulled me through since 9/11 and allowed me to make a good income," she said.

Mentor: Marie Betlow at Prime Time Personnel in Parsippany.

"She gave me great confidence and is very positive. She helped me through difficult times," Brooks said.

Job market: "The jobs are there, but more employers are asking for a four-year degree or at least two years of college," Brooks said. The economy has taken its toll, though, with IAAP membership down, she said.

Leisure time: A Sussex County resident, Brooks is an avid Yankees fan, enjoys outdoor activities including hiking and running and hanging out with friends.